REPORTS INVENTORY

PREPARE IN DUPLICATE

CONTROL NO.

DDS/OTR/☐-25   25X

1. TITLE OF REPORT (If a fill-in report include Form No.)	2. TYPE OF REPORT		
			STATISTICAL
Accident Investigation Report 2652a (Medical)		X	NARRATIVE
			MACHINE-NAME LISTING

3. FUNCTIONAL AREA	PERSONNEL	TRAINING	ADMIN. GENERAL
	LOGISTICS	SECURITY	OTHER. (specify)
	MEDICAL	FINANCE	Medical

4. NO. OF COPIES PREPARED	5. FREQUENCY (weekly, monthly, quarterly, etc.)	6. DISTRIBUTION (No. of components not number of copies)
Original & 1	As they occur	One

7. FORMAT (memorandum, form computer print-out, etc)	8. ADP PROCESSING		9. DIRECTIVE AUTHORITY REQUIRING REPORT
Form	YES	IF YES GIVE ADP PROCESSING NO.	Safety Office/Headquarters
	NO		

10. PREPARING COMPONENT (include lowest level contributing information to report)	11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)
25X1 Security Branch/☐	None

12.   COST FACTORS

A.   MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X	TIMES PREPARED	=	COST PER YEAR
GS-07	3.89		¼		.97		40		38.80
GS-05	3.15		¼		.78		40		31.20
GS-11	5.72		¼		1.43		40		57.20

The above figures are averages arrived at over a two year period.

B.   COSTS OF COMPUTER PRODUCED REPORTS

TOTAL COSTS PER YEAR $ 127.20

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (In addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.

14.   FUTURE GOALS

GOAL PROPOSED BY COMPONENT FOR THIS REPORT	ESTIMATED SAVINGS	
	MAN-HOURS	DOLLARS
X RETAIN AS IS ☐ OTHER (explain)		
CHANGE	0	0
DISCONTINUE		

16. DATE OF INVENTORY	FURNISHING INFORMATION	18. EXTENSION
25X1 5 Oct 47		STA

FORM 142
9-70